

# MONROE CITY COUNCIL MINUTES

APRIL 23, 2018

6PM MONROE CITY HALL

1. Call to Order: Mayor Paul Canter called the City Council Meeting to order at 6PM.

Pledge of Alliance: Mayor Canter asked Council President Myers to lead the council and audience in the Pledge.

Roll Call: Present was Mayor Canter, Council President Myers, Councilors Thayer, Howard, Canter and Cuthbertson. Councilor Billings was excused absent. Staff present included Public Works Superintendent Claborn, Community Development Coordinator Theofield and City Administrator/Recorder Hohnbaum. In the audience was Planning Commission Chair Smith, Planning Commission Vice-Chair Sheets and the Chair of the Monroe Rural Fire Protection District and Planning Commissioner Eastridge. Audience members included Todd Nystrom, Amy Nystrom, James Templeton, Mr. Robert Eastridge and Paul Dykstra.

2. Public Input and Comments: Mr. Dykstra from North 7<sup>th</sup> Street made inquiries about the building construction and that the work being in his neighborhood sharing that the contractor is destroying the current street. Council directed staff to pursue options regarding the penalty options for the lack of streets being completed and reminding the contractor not to allow his operations to be blocking the streets.  
Mr. Dykstra inquired about a city sign that was previously posted disallowing any trucks up the street that he lives on. Mr. Claborn, PWS stated that he could replace the sign.

3. Staff Reports:

- a. Police Report: Chief Morris shared a written report regarding calls. Chief Morris offered to do a senior citizen safety workshop at the Legion Hall. Councilor Thayer inquired about the site of a ticket citation and Chief Morris described the dispatch report and how it defines location of incidents and citations and that he was looking at potentially looking at a different electronic reporting system. Councilor Cuthbertson inquired about the old jeep that had the electronic speed sign and the Chief stated that the department was looking to replace that vehicle.
- b. Student Councilor: Excused Absence
- c. Public Works: Supt. David Claborn presented his written report and highlighted some of the public work spring projects including the water meter replacement program. Councilor Thayer inquired about the sewer line behind his house and its depth.
- d. Community Development Coordinator: CA Hohnbaum stated RJ provided his report in writing to the council. CP Myers shared congratulations to RJ for being accepted into graduate school at the University of Oregon.

- e. City Administrator: Rick Hohnbaum reminded the council and audience of the upcoming budget meetings and the fiscal and operational planning in progress for the next fiscal year.

#### 4. Consent Agenda:

4.1 Bills and Minutes: Councilor Canter moved to approve the consent agenda as presented with the bills and the council minutes of March 23, 2018. CP Myers seconded the motion. Ayes: All.

#### 5. New Business

- a. Annual renewal of OLCC Licenses Recommendations: CA Hohnbaum presented council the annual letter from the Oregon Liquor Control Commission (OLCC) seeking city's input and recommendation regarding the renewal of the licenses for three businesses located within Monroe. City Staff recommended that the council direct staff to take no action on this request. Councilor Thayer moved to direct staff to take no action and provide no response to the OLCC which would lead to the OLCC seeing it as a favorable recommendation. CP Myers seconded the motion. Ayes: All

- b. Elementary School: CA Hohnbaum updated the council on the elementary school project for which the city still has not seen any planning application. Among the preapplication discussions, Hohnbaum shared the potential gaining of access for 6<sup>th</sup> Street to the school, based upon the long-term interest of increasing connectivity to the school site and the safety of students. CA Hohnbaum stated that this was mostly an informational item as there may be future discussions and decisions required relating to the development application. Council discussed alternatives as well as expectations as it relating to the Monroe Land Use and Development Code which the school district needs to consider as they move their project forward. CA Hohnbaum stated that even though the city had not received any plans or application, verbally he had been told that the school district was planning on starting work in less than two months. Mayor Canter shared that there is a need for emergency and safety needs that should be addressed but that the purpose of the funding for this project was for classrooms and building improvements. Councilor Howard inquired about filling the street with gravel and installing storm drains and perhaps not doing a complete street. Mr. Templeton suggested oiled rock material instead. Councilor Cuthbertson inquired about the condition of the parking. PC Chair Smith that the school district will need to adjust their circulation route due to the planned development.

#### 6. New Business

- a. PPL Franchisee Agreement: CA Hohnbaum shared that the existing 20-year agreement expires in June. Hohnbaum stated that the current agreement is a 3.5% franchisee fee and that the normal rate is 5% though some cities are as high as 7%. Since it is an

ordinance that approved the agreement it will be on May council agenda for a public hearing. For the draft document and public hearing, Hohnbaum inquired as to what rate the council would like to see presented. By council consensus, Hohnbaum was directed to provide a draft document for the public consideration at 5%. Mayor Canter asked if PPL will increase the rate for Monroe citizens. City Administrator was directed to 5% if PPL does not raise the rate.

- b. Legion Hall Improvement Plan: CA Hohnbaum and PWS Claborn updated the council on the building improvements in progress at Legion Hall. CA Hohnbaum stated that staff was moving towards attempting to increase the number of groups and activities occurring the Legion Hall. CA Hohnbaum advised the council that the kitchen improvement project was going to be about \$2,000 more than what was originally budgeted.
- c. South Benton Nutrition Program Negotiations: CA Hohnbaum shared an update of the negotiations which he had initiated at council direction and sought council's input as to whether there were any additional issues that needed to be addressed during the future negotiations. Council discussed the issues and concerns and directed city staff to proceed with the negotiations. Councilor Cuthbertson shared that the investment and value to the community is so significant that there is a balance of what the city is funding and still making the SBNP program comfortable using the facility. Mayor Canter asked Mr. Templeton from the gleaners to provide some input as to how he deals with animal food. Councilor Canter requested a council work session after the next negotiations.
- d. Councilor Thayer asked staff why Red Hills removed their sign from their construction site and city staff did not know the reason.
- e. Appointment to Vacant Planning Commission Position: None
- f. Appointment to Vacant City Budget Committee Position: None

7. Other Business:

- a. Councilor Comments and Committee Reports:

Councilor Canter/Chair of Beautification and Main Street shared the creation of the advisory groups as a part of the Oregon and Monroe Main Street Program encouraging people to sign up to serve on one or more the new groups.

Chair Canter announced that there would be a Parks Committee meeting 4:30pm April 24, to discuss the restroom plans, donations and material needs.

Councilor Canter shared that the Student Councilor Ballard would be graduating in June and inquired about how the council wanted to move forward in replacing the position for next year.

Mayor Canter shared how they had attempted to get the school students to select their council representative.

CP Myers shared the business items of the last Personnel and Finance Committee meeting including the renewal of the approved 457 plan, CA Hohnbaum 's request for leave without pay for the first half of August, the temporary employment for RJ during the summer after his RARE service term expires on July 31<sup>st</sup>, job coding of positions for people who do a variety of tasks for future personnel policy practices and moving the gleaners to the Reeder Building,

James Templeton asked if he could go in and insulate the building including the two sliding doors. CP Myers asked for a motion from council to pursue the option of approving moving the gleaners from the former library facility to the Reeder Building. Councilor Thayer asked for more information and moved to direct staff to do additional research. Mr. Templeton said that he could do the building improvements to the Reeder Building and had volunteers and materials available but would like to start soon due to their seasonal activities and operations. Councilor Thayer stated that before a decision is made to move forward the council needed more information. CP Myers seconded the motion for more research. The motion is to direct city staff to investigate the building and to return with a more finite cost estimate and time estimate and to distribute that information to the council. CP Myers called for the question. Councilor Thayer suggested a special meeting. Councilor Howard also expressed support for a special meeting. CP Myers directed city staff to work with Dave and Jim to come back with a more concrete estimate to make the Reeder building functional for his needs and successful and for the report to come to the entire council on May 7th special meeting. Ayes: All.

Councilor Howard shared the public works committee meeting including the parks and street improvement projects. Councilor Howard shared concerns about knowledge of the of property lines requirements. Councilor Howard moved to have the city spend up to \$10,000 to have Commercial, Kelly and Main street surveyed. CP Myers seconded the motion. Councilor Cuthbertson expressed the concern of spending that kind of dollars for survey work after buying a sweeper and a truck. Ayes: All

Councilor Canter asked if public works could look at Oak Street where there is no way to walk off of Oak without walking along the highway. The council and audience discussed the history of the placement of sidewalks along the Highway 99W.

Councilor Howard expressed concerns of urgency for specific projects. He inquired about the schedule for the restroom project and the timeline. Commission Eastridge inquired about the timing of the project. Councilor Howard expressed a sense of urgency on the main street project. Mayor Canter provided an update on the restroom project including the engineering stating that it was moving forward on schedule. Councilor Canter shared that while they have heard of a variety of potential donations for the restroom project, a written description of what has been donated, what has been provided at a lower rate cost and what may be donated has not been shared with the Parks Committee and requested that individuals contributing or interested to

contributing to this significant community project step forth and share in writing so it could be included them in the plan and budget so that the project can move forward.

CP Myers announced the annual cemetery cleanup on May 19<sup>th</sup>. Councilor Canter asked about the funding budgeted for cemetery support. CA Hohnbaum shared that George Dougherty came in and that payment was in process.

Councilor Cuthbertson inquired about the comprehensive plan update project. Councilor Cuthbertson also inquired about the garbage service issues. Councilor Thayer inquired about Republic Service returning to visit with the council. Mayor Canter shared the contractual questions with the Republic. CA Hohnbaum shared the process for the comp plan update and the fact that the planning commission had submitted draft chapters of the proposed document to the City Council which had accepted them but had not reviewed them. He shared that the council was seeking some understanding as to how to review the draft documents and thus the community vision was created so that there would be a common understanding of the desired outcome of the comp plan and the end goal for the City of Monroe's development for the next 20 years. CA Hohnbaum recommended that either the Planning Commission review their work with the vision statement input or the City Council could review the draft documents with the input they gained from the community vision statement. The City Council requested the draft chapters be distributed back to the council. The Planning Commissioners in the audience also asked for a copy of their completed draft chapters.

b. Mayor's Comments:

Mayor Canter suggested staff work on the enforcement of the recently approved garbage container requirements for multifamily or commercial properties especially the properties on Kelly Street.

8. Adjourn: Mayor Canter adjourned the city council meeting at 8:18pm

Respectfully Submitted: City Recorder Hohnbaum


Approved by Council Action on May 21, 2018.



5-21-18

Mayor Paul Canter

Date:

Attest: 

Rick Hohnbaum, City Recorder